



WASECA COUNTY BOARD OF COMMISSIONERS

January 3, 2023 - 9:30 AM

East Annex Public Meeting Room

300 North State Street – East Annex · Waseca, Minnesota 56093

Members present at the meeting were: Commissioners Christopherson, Harguth, Nelson, Malterer and Krause.

Also present at the meeting were: Michael Johnson, County Administrator; Tammy Spooner, Director of Property & Election Services; Rachel Cornelius, County Attorney; Judge Carol Hanks; Jay Dulas, Sheriff; Ryan Rands, Deputy Sheriff; Tanyce Bruegger, New Richland Police Chief; Doug Gerdtz, Deputy Sheriff; DeAnn Nelson; Robin Dulas; Landi Dulas; Maddie Dulas; Keegan Dulas; Mike Hintz; Serena Frazier, Deputy Sheriff; John Underwood; Dennis Androli; Jenae Androli; Jacob Androli; Brian Zabel, Land Use Planner; Chris Howard, Drainage Management Coordinator; Nikki Benson; Troy Keane, Sheriff's Posse Member; Jim Kollar, Public Works Director / County Engineer; Scott Wolfe, Deputy Sheriff; Dawn Androli, Sheriff's Office Administrative Assistant; Kari Gehring, Sheriff's Office Administrative Assistant; Denise Wright, Emergency Management Director; Dan Mocol, Jail Administrator; Joe Roeker, Deputy Sheriff; Josh Langr, Deputy Sheriff; Joe Fliflet, Deputy Sheriff; Bill Kortuem; Blake Kortuem; Emily Kortuem; Sarah Berry, Public Health Director; and Samantha Holicky-James Public Health Supervisor.

1. Call to Order and Pledge of Allegiance

The meeting was called to order at 9:30 a.m. by Tammy Spooner, Waseca County Auditor. Roll call was taken and the Pledge of Allegiance was recited.

2. Oath of Office for Elected Officials by the Honorable Judge Carol Hanks

The Honorable Judge Carol Hanks administered the Oaths of Office for County Attorney, Rachel Cornelius; County Sheriff, Jay Dulas, Commissioner District 3, Blair Nelson; Commissioner District 4 DeAnne Malterer; and Commissioner District 5, Brad Krause.

- a. County Attorney – Rachel V. Cornelius
- b. County Sheriff – Jay Dulas
- c. County Commissioner District #3 – Blair J. Nelson
- d. County Commissioner District #4 – DeAnne R. Malterer
- e. County Commissioner District #5 – Brad Krause

3. Election of 2023 Board Officers: Chair, Vice Chair and Clerk

Tammy Spooner, County Auditor, called for nominations for Board Chair for 2023. Commissioner Malterer nominated and Commissioner Christopherson seconded to nominate Blair Nelson as Chair for 2023. There were no other nominations. Motion carried 5-0.

The meeting was turned over to Chair Nelson. Nelson called for nominations for Vice Board Chair for 2023. Commissioner Christopherson nominated and Commissioner Krause seconded to nominate Brian Harguth as Vice Chair for 2023. There were no other nominations. Motion carried 5-0.

Chair Nelson called for nominations for Clerk to the Board for 2023. Commissioner Harguth nominated and Commissioner Krause seconded to nominate Beth Weimert, Administrative Coordinator. There were no other nominations. Motion carried 5-0.

Public Comment

There was no public comment.

4. Approval of Agenda

Commissioner Malterer moved and Commissioner Harguth seconded to approve the agenda as presented. Motion carried 5-0.

1. Consent Agenda

Commissioner Christopherson moved and Commissioner Krause seconded to approve the Consent Agenda as presented. Motion carried 5-0.

a. Approval of Bills

The following bills were audited and allowed:

ASSOC OF MN COUNTIES	13,337.00
MN COUNTIES INTERGOVERNMENTAL TRUST	331,914.00
A.H. HERMEL COMPANY	558.69
ADVANCED CORRECTIONAL HEALTHCARE INC	10,859.61
ALLINA HEALTH SYSTEM	263.00
AMAZON CAPITAL SERVICES	253.71
ANDREW GRAUPMANN	190.52
BAKER TILLY LLP	684.00
BAUER BUILT INC	2,972.00
BOB BARKER COMPANY INC	869.99
BOMGAARS SUPPLY	381.04
BOMGAARS SUPPLY	55.98
BOMGAARS SUPPLY	160.88
BOMGAARS SUPPLY	17.05
BORNEKE CONSTRUCTION INC	37,973.00
BRITTON PLUMBING & HEATING LLC	171.43
CDW GOVERNMENT INC	1,558.60
COLE PAPERS INC	3,046.42
CORE PROFESSIONAL SERVICES, P.A.	1,650.00
DEB WESTPHAL	112.50
DEML FORD INC	57.51
DENNIS FUNERAL HOMES	1,240.00
DIGGER ENTERPRISES LLP	6,150.00
DLT SOLUTIONS INC	1,171.10
DORI PAPKE	108.00
GMS INDUSTRIAL SUPPLY INC	1,259.15
H&L MESABI INC	95.80
HENRICKSEN	299.02
HOUCK TRANSIT ADVERTISING	720.00
HY-VEE OWATONNA	417.30
INNOVATIVE OFFICE SOLUTIONS LLC	1,622.74
J SCOTT BRADEN LAW OFFICE	190.50
JAVENS MECHANICAL CONTRACTING CO INC	4,814.00
JOHN DEERE FINANCIAL	1,098.95

JOHN OR CATHRUN SHFFLETT	5.46
JONES AND MAGNUS LLC	260.00
JONES HAUGH & SMITH	1,120.00
LAMPERT LUMBER	91.84
LARKSTUR ENGINEERING & SUPPLY INC	36.62
LESUEUR CO SHERIFF-CIVIL DIVISION	3,967.50
MAAME YORKE	111.62
MATHESON	21.50
MCA (MN CORRECTIONS ASSOC)	220.50
MID-NET SOLUTIONS	108.00
MN DEPT OF NATURAL RESOURCES-ST PAUL	180.00
NOW MICRO	593.00
OFFICE OF MNIT SERVICES	1,338.65
PENMAC STAFFING SERVICES INC	811.18
PLUNKETT'S PEST CONTROL INC	103.52
POWERPLAN INC	855.75
RAMSEY COUNTY	1,577.00
RHONDA BEHSMANN	11.00
RINKE-NOONAN ATTORNEYS AT LAW	3,250.50
RIVER BEND BUSINESS PRODUCTS	803.46
SEACHANGE PRINTING & MARKETING SERVICES LLC	2,680.64
SIG SAUER INC	1,272.60
STERICYCLE INC	2.25
STREAMLINE COMMUNICATIONS LLC	2,352.00
TOPPERS PLUS INC	266.00
WASECA HARDWARE LLC	960.86
WASECA HARDWARE LLC	49.31

- b. Leave of Absence Request
Leave of Absence Request per Minn. Stat. §3.088 – Jay Dulas
- f. 2022 Transfer of Development Rights Report
- g. Waseca County Zoning Code; Transfer of Development Rights
Eustice to Eustice in Alton Township (01)
Armstrong to Kortuem from Freedom Township (04) to Otisco Township (08)
- h. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant
Hendrickson – Parcel 07.003.0400 – 3.43 Acres
Moe – Parcel 08.027.0300 – 1.50 Acres
Kath – Parcel 02.013.0600 – 9.63 Acres

6. Action Items

- a. Resolution 2023-01 Designating the Legal Paper of Waseca County for 2023
Tammy Spooner, Director of Property & Election Services, presented bids for the 2023 official county newspaper. One bid was received, within the posted timeframe, from Waseca County News. The bid reflects approximately a 33% reduction from the prior year

index. Spooner requested adoption of Resolution #2023-1 Designating the Legal Paper of Waseca County for 2023. Commissioner Harguth moved and Commissioner Krause seconded to adopt Resolution #2023-1. Motion carried 5-0.

Resolution 2023-1

Resolution Designating the Legal Paper of Waseca County for 2023

BE IT RESOLVED, that the Waseca County News of Waseca, Minnesota, a legal paper of the County of Waseca, be and hereby is designated the official newspaper to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, and all other legal notices required by law to be published in the official newspaper of Waseca County for the year 2023.

BE IT FURTHER RESOLVED, that the Waseca County Website www.co.waseca.mn.us will be the official website for the posting of the 2022 financial statement.

This resolution shall become effective upon its passage and without further publication.

b. **Set Mileage Reimbursement Rate for Waseca County**

Michael Johnson, County Administrator, presented the 2023 IRS Mileage Rate of 65.5 cents per mile, which reflects a 3 cent increase from the mid-year increase in 2022. Johnson recommended adopting the current IRS mileage rate for reimbursement. Commissioner Malterer moved and Commissioner Christopherson seconded to adopt the 65.5 cent per mile reimbursement rate, mirroring the IRS rate. Motion carried 5-0.

a. **Set Crop Damage Rate for 2023 for Waseca County**

Chris Howard, Drainage Management Coordinator, presented 2023 crop damage rate recommendations that were prepared, by independent ditch viewers, for Waseca County. Recommended reimbursement rates for standing crops are \$1,222.00 per acres for corn and \$813.00 per acre for beans. Recommended reimbursement rate for unplanted acres is \$660.00 per acre. Commissioner Christopherson moved and Commissioner Krause seconded to approve the recommended rates. Motion carried 5-0.

b. **2023 Waseca County Board Committee Assignments**

Board Assignments for 2023 were discussed. Commissioner Malterer moved and Commissioner Krause seconded to adopt the committee assignments as shown below. Motion carried 5-0.

<i>Type / Committee</i>	<i>Delegate</i>	<i>Meeting Frequency</i>
Chair:		
Purchasing Agent	Krause/Nelson	As needed
Extension	Malterer/Christopherson	Quarterly
Union Contract Grievances	Krause (Alt. Harguth)	As needed
Internal:		
Budget	All Commissioners	As needed
(including Economic Development)		
Labor Relations/Group Insurance	Harguth/Nelson	As needed
Law Enforcement	Harguth/Krause	As needed
(including Emergency Comm., Security & Domestic Abuse)		
Public Works	Christopherson/Harguth	As needed
Planning/Zoning/EDA	Nelson/Christopherson	As needed
Building and Grounds Committee	Nelson/Malterer	Monthly
Ditch Committee	Krause/Malterer	
Policy Committee	Krause/Malterer	
County-Wide:		
Road Inspections	All Commissioners	
Ditch Inspections	All Commissioners	
Township Board Meetings	All Commissioners	
City Council Meetings	All Commissioners	
School Board Meetings	All Commissioners	
Waseca Arts Council	Nelson	1 st Monday each month 6:30 PM
FCI-Community Relations Board	Administrator (Krause)	
Planning Commission	Krause/Malterer	1 st Tuesday each month

Neighborhood Service Center	Nelson	Bi-Weekly
Family Collaborative	Malterer	As needed (2 times a year)
Waseca County Historical Society	Harguth	2 nd Wednesday each month
Waseca Lakes Assoc./Clear Lake Trail	Nelson/Harguth	Quarterly
Ag Society	Harguth	Monthly
Soil & Water Conservation District	Christopherson/Malterer	Monthly
LeSueur County Public Library	Malterer	2 nd Monday each month
MN Prairie County Alliance	Malterer/Christopherson	3 rd Tuesday at 3 PM
Area-Wide:		
AMC District VII General Sessions	All Commissioners	Twice a year
Amberfield Place Post-Litigation	All Commissioners	As needed
AMC District Policy Committees	Appointed by AMC District VII	At AMC meetings
South Country MN EMS	Malterer	Bi-Monthly
MN Valley Council of Governments	Administrator/Sexton/Krause	Quarterly
Regional Radio Board	Malterer (Krause alt.)	Bi-Monthly
So. Central Multi-County HRA	Malterer(Christopherson alt.)	Bi-Monthly
Minnesota Valley Action Council	Malterer	Odd months @ 6:30 PM @ MVAC Mankato and Board @ 7:30 PM
Greater Blue Earth River Basin Alliance	Christopherson	Fridays at 1 PM
Region Nine Development Commission	Nelson (Krause alt.)	
IMMTRAC	Sarah Berry (Harguth alt.)	Twice a year
So. Central Human Relations Center	Christopherson/Krause	Monthly
Southern Minnesota Tourism Association	Nelson	
South Country Health Alliance	Nelson(Christopherson alt.)	Monthly
South Central Workforce Council	Malterer	Bi-Monthly
SEMREX Joint Powers Board (Solid Waste)	Harguth (Christopherson)	
One Watershed/One Plan Cannon River	Christopherson	Quarterly
One Watershed/One Plan LeSueur River	Malterer/Krause	Monthly
SHIP (CLT) Community Leadership Team	Malterer	
State/National:		
Association of Minnesota Counties (AMC)	All Commissioners	As needed
Great Lakes Co. Council Association	All Commissioners	As needed
MN Social Services Association	All Commissioners	As needed
Department of Human Services	All Commissioners	As needed
National Association of Counties (NACo)	All Commissioners	As needed
NACO - Western Region	All Commissioners	As needed
MN Transportation Alliance	All Commissioners	As needed
Minnesota Co. Intergovernmental Trust	Nelson (Malterer alt.)	
Ditch Committee		
Joint County Ditch 1 (BE)	Krause/Christopherson/Malterer	As needed
Joint County Ditch 3 (BE)	Krause/Malterer	As needed
Joint County Ditch 6	Christopherson/Krause	As needed
Joint County Ditch 11	Christopherson/Malterer/Krause	As needed
Joint County Ditch 24	Harguth/Christopherson	As needed
Joint County Ditch 83	Krause/Malterer	As needed
Joint County Ditch 1 (Steele)	Harguth/Christopherson/Krause	As needed
Joint County Ditch 5 (Steele)	Harguth/Christopherson	As needed
Joint County Ditch 8 (Freeborn)	Christopherson/Krause	As needed
Joint County Ditch 10 (Steele)	Harguth/Christopherson/Krause	As needed
Joint County Ditch 50 (BE)	Krause/Malterer	As needed
Joint County Ditch 51 (BE)	Krause/Malterer/Christopherson	As needed

- e. Public Hearing on 2023 Waseca County Fee Schedule and Approval of Resolution 2023-02 Michael Johnson, County Administrator, presented an updated county fee schedule for 2023. Johnson recommended adoption of Resolution #2023-02 Adopting Waseca County Fee Schedule. Commissioner Malterer recommended adjusting the Permit to Carry Fee from \$75.00 for a new permit and \$50.00 for renewals to \$100.00 for new permits and \$75.00 for renewals. Sheriff Dulas expressed his support of the proposed changes to the fees for Permits to Carry.

The Public Hearing was opened at 10:03 a.m. for public comments on the fee schedule. There were no public comments. Commissioner Christopherson moved and Commissioner Krause seconded to close the comment period. Motion carried 5-0.

Commissioner Malterer moved and Commissioner Krause seconded to adopt Resolution #2023-02 approving the fee schedule, amended to include an increase fee for Permits to Carry to \$100.00 for new permits and \$75.00 for renewal permits. Motion carried 5-0.

RESOLUTION # 2023-02
Waseca County Fee Schedule

WHEREAS, Minnesota Statutes 373.41 provides that the County may charge fees for services provided by any county office, official, department, court or employee; and

WHEREAS, the County Board may, after public hearing, establish the amounts of fees to be charged for the services unless a statute has specified the amount; and

WHEREAS, there must be a reasonable relationship between the fee and the cost of providing the service; and

WHEREAS, Waseca County staff review their fee schedules each year for reasonability and compliance.

NOW, THEREFORE, BE IT RESOLVED by the Waseca County Board of Commissioners in and for the County of Waseca, Minnesota, does hereby adopt the 2023 Waseca County Fee Schedule as presented to their governing body, in-person, on January 3, 2023, and after holding public hearing, as part of their regular meeting.

	Waseca County Fee Schedule
	January 1, 2023
	** Plus Applicable Sales Tax
	Resolution# 2023-02 on January 3, 2023

General Fees (Collected by County Departments)	Current Fee
Faxes	\$0.25/page **
Non-sufficient funds Check (NSF)	\$30.00
Solid Waste Management Fee (collected through property taxes)	\$12.50/unit
Photocopies/Print Screen/Printouts	\$0.50/page **
Revenue Recapture Fee	\$25.00/claim
Assessor Fees	Current Fee
Copy of GIS Map (color)	\$1.00 **
Copy of Avenu Review	\$2.00 **
Copy of Avenu Summary	\$1.00 **
Tax Estimate in Writing	\$5.00
Electronic Files of Parcel Data	\$200/hour (Minimum fee \$50)
Print Map from Plotter	\$25.00 **
Abatement Process	\$40/abatement/PIN#/year (No fee if abatement caused by clerical error)
Attorney Fees	Current Fee
Electronic reproduction through Karpel System	\$50.00/Case
Paper reproduction on CD, DVD or USB	\$20.00
Probation Violation Discovery	\$20.00
Photocopies/Print Screen/Printouts	\$0.50/page
Court Services	Current Fee
Adult: Gross Misdemeanor	\$300.00
Adult: Misdemeanor	\$200.00
Adult: Transfer Out to Another County	\$75.00
Adult: Unsupervised/Administrative Probation	\$50.00
Adult: PSI Only (no probation supervision)	\$100.00
Domestic Violence Assessment	\$25.00
Drug Test: Non-Waseca County Court Services Cases - Onsite Tests	\$20.00
Drug Test: Lab Confirmation (Non-Waseca County Court Services Cases)	\$25.00
Drug Test: Positive/Diluted/No Show	\$50.00
Juvenile: Diversion	\$25.00
Juvenile: Probation	\$50.00
Program: Cog Skills (\$50 reimbursement if paid up front and c omplete in 12 weeks)	\$200.00
Program: Cog Skills Termination Fee	\$50.00
Program: SCRAM	\$10.00/day
Program: SCRAMx	\$11.00/day
Program: STS Termination Fee	\$50.00

Economic Development/HRA Fees		Current Fee
Tax Abatement Request		\$300.00
Revolving Loan Fund Program	1% of the amount requested (\$250.00 minimum)	
Extension Fees		Current Fee
Publications		50.05 \$25.00 "
Registration for Meetings/Seminars		53.00 \$25.00 (as advertised)
GIS F		Current Fee
Custom Mapping	\$50.00 / Hour (Minnimum One Hour)	
Printed Maps:		
8.5" x 11"		\$ 5.00 (Free for property
11" x 17"		owner) \$ 6.00 (Free for
Plotter <= 24" x 36"		property owner) \$ 20.00
Plotter >= 24" x 36"		\$ 30.00 (Add \$ 5.00 per ft
Add Aerial Imagery		above 60") \$ 10.00
County Zoning Map 24" x 36"		\$ 20.00
Digital Data:		
Parcel Shapefile		\$1.00/parcel
Previous Years Aerial Orthoimagery		\$50.00
Current Aerial Imagery	\$500.00 (County) / \$50.00 (Township)	
Parks & Facilities Fees		Current Fee
Picnic Shelter Reservation Fee		540.00/day • •
Camping Reservation Fee		515/520/\$30/web reservation
Fire Wood 1/2 Wheel Barrow		\$5.00 Per 1/2 Wheel Barrow

Planning & Zoning Fees	Current Fee
Public Hearing	
Variance	\$500.00
Administrative Appeal (B.O.A.)	\$500.00
Conditional Use Permit	\$500.00
RezOne	\$500.00
Minor Subdivision	\$150.00
Subdivision (including both Preliminary & Final Plat)	500.00 base
+ \$100.00 per parcel (10 parcels or less);	\$500.00 Base
+ \$50.00 per parcel (greater than 10 parcels)	
Special Hearing/Meeting Request fee	\$500.00
Feedlot Site Team Hearing	5500.00
Transfer of Development Right (T DR)	\$100.00
Amendment to Agricultural Covenant	\$100.00
Notice to Initiate Expiration of an Agricultural Covenant	\$100.00

Ditch Fees

Drainage Assessments	\$50.00
Drainage Systems Annual Fee (based upon benefit % per active ditch)	\$3,000.00

Zoning Permit Fees

Residence (only, per each)	\$250.00
Garage (only, per each)	\$50.00
(I.E. Residence + attached or detached garage)	\$300.00
Residential remodel/Addition	550.00
(I.E. deck, porch, etc)	
Residential remodel/Addition; additional living area	\$50.00
Foundation installment/replacement or repair (lifting of structure)	\$50.00
Demolition Fee (to remove a structure)	\$50.00
Feedlot, including liquid manure storage (Gestation, Farrowing, Nursery, Finishing Born)	\$24.50 X sq. ft. /\$1000'51.00
Feedlot, not including liquid manure storage (Structure on slob or hoop barn)	\$5.00 X sq. ft. /\$1000*\$1.00
Agricultural Structure; Dairy Borns (Free stall or Tie stall)	\$12.50 X sq. ft. area/51000*\$1.00
Agricultural Structure; Standard Turkey Barns	*\$7.00 X sq. h. area/\$1000*\$1.00
Agricultural Structure (Groin bin, Machine shed, etc.)	\$50.00 flat fee
Land Alteration Permit	\$75.00 flat fee
ISTS Permit	\$175.00 flat fee
SSTS Operating Permit	\$90.00 flat fee
Flood Plain designation	\$25.00 flat fee
Land Research Projects	\$75.00 flat fee
Commercial Fees:	
Communication Tower	\$5.00/foot; \$600.00 Minimum
Communication Tower (Antenna)	\$500.00
Billboard	\$500.00
Solar Farm	\$600.00
Buildings	
Warehouses	\$28.00
Churches	\$7.00

The above listed corresponding amount shall be multiplied by the floor area, divided by \$1000.00\$1.00 in addition to a base fee of \$150.00 *

Note: mixed-use structures shall be calculated on the square footage of each use and added together

Notice to Proceed

Non-permits, letter generated from Planning and Zoning to proceed.

No cost to applicant for proper notification.

I.E. re-shingling, re-roofing, window replacement, same size, window replacement - enlargement or made smaller, siding, foundation repair/replacement-no structural raising involved, accessory structure less than 100 square feet & less than 14 feet in height & meeting all ordinance requirements.

A phone call can be placed to Planning and Zoning for record purposes. Applicant shall furnish: First Name, Last Name, Address, City, State, Zip, Section, Township, phone number, project and proposed date of start and completion. A letter to proceed will be generated from the Planning and Zoning Office. Messages can be left 24 hours per day, 7 days per week.) Penalty for failure to notify: \$75.00'

PENALTY FEE For a permit not applied for upon lapse of seven working days after the start of construction/operation will be double the normal fee.

NOTE: Fees for permits previously approved and not shown here will remain the same.

Property Services & Elections Fee Schedule	Current Fee
<u>Special Assessment Fees:</u>	
Amortized Special Assess Set-up & One-time Maintenance Fee	\$50 Master + \$5/parcel
Delinquent Utility, Fee Calls & Other Incidentals	\$10.00/occurrence
Special Assessment Project Adjustments	\$20/parcel
Assessment Search	\$6.00 /search
Solid Waste Fee Maintenance	\$3,000/year
<u>Tax Increment Financing:</u>	
TIE Setup	\$300.00

TIE Annual Maintenance	\$150.00
TIE Modification	\$200.00
TIE - Knockdown (per parcel)	\$5.00
<u>Delinquent Processing:</u>	
Delinquent Fee - Real Estate	\$25.00 \$20.00 \$100.00
Delinquent Fee - Mobile Home	\$30.00 \$25.00 \$200.00
Confession of Judgment	\$50.00 • Sheriff Service \$5.00
Delinquent Tax List	\$200.00
Revenue Recapture Fee	
Tax Forfeited Repurchase Fee	
Expiration of Redemption Admin fees and Costs	
Forfeited Tax Listing	
Annual Forfeited Maintenance Fee	
<u>General Tax:</u>	
Research Tax Records	\$20/hour
Abatement Fee - due to no Homestead Application	
Certification of Current Tax	\$6.00 00
Certification of Delinquent Tax	\$206.00
Duplicate Tax Statement - Escrow (per parcel)	\$6.00
Tax Roll - Emailed	\$150.00
Tax Roll - Printed color (per page, per side)	\$0.25
Tax Roll - Printed - B/W (per page, per side)	\$0.10
Election Equipment Fee: (per machine)	\$500.00
<u>Financial:</u>	
Auditors Certificate	\$200.00
Plat Book	\$20.00
NSF or Returned Check	\$30.00
<u>Licensing or Permits - ANNUALLY</u>	
Auctioneer License	\$20.00
Gambling License	\$20.00
Fireworks Permit	\$250.00
Precious Metal Dealers License	\$50.00
Transient Merchant Permit	\$150.00
Tobacco License	\$150.00
<u>Liquor License - ANNUALLY</u>	
Full Beer On Sale (County Issue)	\$450.00
3.2% Beer On/Off Sale	\$450.00
Club License (State approved)	\$450.00
Brewer On/Off Sale	\$100.00
Sunday Sales (On Sale)	\$50.00
Sunday Sales (Off Sale)	\$50.00
Consumption and Display Permit (Ex: Bottle Club)	\$250.00 (payable to state of minnesota)
Public Health Fees	Current Fee
Administration fee for vaccines through Minnesota Vaccines for Children and UUAV Program	\$20.00 (donation requested)
Care Transition Management, other visits	\$24.00
Carseat Education	\$120.00
Case Management/Care Coordination	\$25.50

Commode bucket	\$ 7 . 0 0	5 7 . 0 0
Commode Splash Guard		\$ 2 0 0 . 0 0
Counseling and Teaching		\$ 5 / m o n t h
Equipment Rental		(d o n a t i o n
Equipment Rental (knee scooter)		r e q u e s t e d)
Equipment Rental(wheel chairs)		\$ 1 0 / m o n t h
Evidence-based Family Home Visit		(d o n a t i o n
Evidence-based Family Home Prenatal Visit		r e q u e s t e d)
Family Home Nurse Education	\$ 5 / d a y	u p t o
Family Home Nurse Screenings	\$ 2 5	(d o n a t i o n
Family Home Nurse Visit		r e q u e s t e d)
Flu Vaccine		\$ 1 6 5 . 5 4
Flu Vaccine - High Dose	\$ 3 8 . 9 2	\$ 5 0 . 2 9
Health and Safety Benefits		\$ 2 5 . 0 0
Hepatitis B Vaccine		\$ 1 2 3 . 0 0
Mantoux Test (No charge if part of TB contact investigation)	\$ 2 0 . 0 0	\$ 6 0 . 0 0
Medication Reconciliation CPT 11		\$ 1 0 7 . 3 6
Medication Reconciliation Encounter	\$ 4 5 . 0 0	\$ 3 5 . 0 0
Mother's Tent Rental		\$ 1 2 5 . 0 0
Other injectable administrations		\$ 4 7 . 8 4
Para Case Management/Care Coordination		\$ 3 5
Postpartum ViSit/New Baby Visit		(d o n a t i o n
SCC Health and Safety Benefit	\$ 5 . 0 0	\$ 9 . 3 9
Skilled Nursing		\$ 2 0 0 . 0 0
Tentanus Vaccine		\$ 3 0 0 . 0 0
Vaccine Administration	\$ 1 5 . 0 0	\$ 3 5 . 0 0
Water Well Construction		\$ 2 0 . 0 0
Water Well Maintenance		\$ 1 5 0 . 0 0
Water Well Sealing	\$ 1 2 5 . 0 0	\$ 0 . 0 0

Plan Review Fees - New Construction

Food

Category 1	\$400.00
Category 2	\$450.00
Category 3	\$500.00
Additional Food	\$250.00
Food Cart	\$250.00
Mobile Food Unit	\$350.00
Seasonal Temporary Food Stand	\$250.00
Seasonal Permanent Food Stand	\$250.00
HACCP	\$500.00

Lodging

Less than 25 units	\$375.00
25-99 units	\$400.00
100 or more units	\$500.00

Cabins

Less than 5	\$350.00
5-9	\$400.00
10 or more	\$450.00

Manufactured Home Park

25-99 sites	\$400.00
100 or more	\$500.00

Recreational Camping Area

Less than 25 sites	\$375.00
25-99 sites	\$400.00
100 or more sites	\$500.00

Special Event Camping Area

Less than 25	\$375.00
25-99 sites	\$400.00
100 or more	\$500

Youth Camp

Up to 99 campers	\$375.00
100-199 campers	\$400.00
200 or more	\$500.00

Plan Review Fees - Remodel

Food

Category 1	\$300.00
Category 2	\$350.00
Category 3	\$400.00
Additional Food	\$250.00

SCC Health and Safety Benefit		\$300.00
Skilled Nursing		\$15.00
Tentanus Vaccine		\$35.00
Vaccine Administration		\$20.00
Water Well Construction		\$150.00
Water Well Maintenance		\$125.00
Water Well Sealing		\$000
Plan Review Fees - New Construction		
Food		
Category 1		\$400.00
Category 2		\$450.00
Category 3		\$500.00
Additional Food		\$250.00
Food Cart		\$250.00
Mobile Food Unit		\$350.00
Seasonal Temporary Food Stand		\$250.00
Seasonal Permanent Food Stand		\$250.00
HACCP		\$500.00
Lodging		
Less than 25 units		\$375.00
25.99 units		\$400.00
100 or more units		\$500.00
Cabins		
Less than 5		\$350.00
5-9		\$400.00
10 or more		\$450.00
Manufactured Home Park		
2599 sites		\$400.00
100 or more		\$500.00
Recreational Camping Area		
Less than 25 sites		\$375.00
25.99 sites		\$400.00
100 or more sites		\$500.00
Special Event Camping Area		
Less than 25		\$375.00
25.99 sites		\$400.00
100 or more	\$500	
Youth Camp		
Up to 99 campers		\$375.00
100-199 campers		\$400.00
200 or more		\$500.00
Plan Review Fees - Remodel		
Food		
Category 1		\$300.00
Category 2		\$350.00
Category 3		\$400.00
Additional Food		\$250.00

Food and Beverage Service Establishments

Base Fee	\$165.00
Category 1	\$110.00
Category 2	\$74s on
Category 3	\$385.00
Additional Food Service	\$175.00
HACCP Verification	\$175.00
Special Event (NO BASE FEE)	\$55.00
Food Cart	\$85.00
Additional Inspection	\$250.00
Public Pool	\$355.00
Additional Pool	\$200.00
Spa	\$200.00
Additional Spa	\$110.00
Lodging Unit	\$11.00
Manufactured Home Park Site	\$5.00

Recreational Camping Area (RCA)

RCA Base Fee 24 sites or less	\$ 55.00
RCA Base Fee 25-99 Sites	\$ 230.00
RCA Base Fee 100 or more sites	\$ 330.00
RCA site	\$ 5.00
Special Event RCA base fee	\$ 150.00
Special Event RCA site	\$ 1.00

Youth Camps

Up to 99 Campers	\$ 325.00
100-199 Campers	\$ 550.00
200 or More Campers	\$ 750.00

Other Fees

Individual Water and/or Sewer	\$60.00
Reinspection fee	Base fee
Temporary Food and Beverage	\$60.00
Special Event RCA	\$360.00
All others up to 30 days	\$120.00
All others after 31 days	\$360.00

Recorder Fees

	<u>Current Fee</u>
Recording fee	\$46.00
Plat Recording fee	\$56.00
Residue Certificate	\$40.00
Exchange Certificate	\$20.00
Registered Land Survey	\$56.00
CIC Plat	\$56.00
Copies per page	\$1.00
Certified Copies	\$10.00
LandShark Set up fee	\$50.00
LandShark Monthly fee	\$50.00
Passport Execution fee	\$35.00
Passport Photo	\$15.00
Passport additional photo	\$10.00
Well Certificate	\$50.00
State tax lien release	\$30.00
Federal Tax liens	\$46.00
Federal Tax liens releases	\$46.00

Sheriff Fees

	<u>Current Fee</u>
Board of Out-of-County inmates	\$70.00/day
Fingerprinting	Nonresident \$25.00/person Waseca County Resident \$10
Huber Law (Out-of-County Commitments)	570.00/day
Huber Law (Waseca County Commitments)	\$25.00/day
Medical Co-Pay	\$20.00/each
Civil Process (Posting Sale Notice) three notice	\$75.00
Civil Process (Certificate of Sale)	\$75.00
Civil Process (Sheriff Sale)	\$75.00
Commission of Execution after levy	5.00%
Civil Process (Mortgage Redemption) foreclosure	\$250.00
Civil Process (Deputy time when special service is required)	\$85.00/hour
Civil Process (Legal not found)	\$75.00
Civil Process (Fee for Service - up to 4 attempts)	575.00/person
Minnesota AttOrneyS will be billed, Out of State Attorneys and individuals need to pay in advance	
Permit to Carry Handgun (nonrefundable 5 year permit)	\$75 for new, renewal \$50, LAW E, retired LAW E, and Vets \$25
Permit to carry new card issues for address change or damage or lost	\$10.00

Special event staffing (traffic or security details)	\$85.00/hour for licensed/full-time staff (minimum 2 hours) including squad car
Burning Permits	Sheriff's Office issues these per County Ordinance, no fee
Vehicle Storage	\$5.00/day (Max of \$300)
1 CD with photos and reports	\$5.00
Solid Waste Fees	
Current Fee	
Refuse/Garbage & Demolition Debris	
55 Gallon can or barrel	\$3.00
Kitchen bag =13-20 gal size	\$1.00
Large bag=30-33 gal size	\$2.00
Van, pickup or small trailer - ½ load	\$20.00
¾ load	\$30.00
Full load	\$40.00
Private or Commercial Large Truck or Trailer Loads (weight determined by scale)	\$95.00/ton + SW Tax (\$5.00 Minimum)
Bulky Items (Per item and by weight, when scaling)	
Mattress/Box Spring	\$25.00
Couch	\$20.00
Sectional	\$30.00
Love Seat	\$10.00
Recliner	\$10.00
Other Accepted Items & Materials	
Concrete/Asphalt	\$5.00/ton
Oil filters	\$1.00/each
Car and Pick-up Truck Tires	\$5.00/each or \$365.00/ton
Commercial Truck Tires	\$15.00/each or \$365.00/ton
Tractor Tires	\$30.00/each or \$365.00/ton
Skid Loader or Tractor Tracks	\$365.00/ton
TV's, Computer Monitors (any size)	\$20.00/each
Small Electronics - CPU, Desktop Faxes, Copiers & Printers, tablets	\$15.00/each
Large Electronics - Copiers (Industrial/office)	\$25.00/each
Residential Appliances (A/C, Furnace, Dehumidifier, Water Softener, Refrigerator, Freezer, Washer, Dryer, Stove, Microwave, etc)	\$20.00/each
Commercial Appliances (Fridges, Stoves, Freezers, Fryers)	\$25.00/each
Demolition & Construction Materials such as: doors, windows, sheetrock, boards, siding, shingles, tar paper, flooring materials, insulation materials, and other materials used in construction/destruction of structures, except that carpet and backing is MSW.	
Demolition charged at \$95/ton - no SW Tax added.	
Yard Waste (Leaves, Grass Clippings, Brush, Branches)	
Loose brush and branches - pick up load or small trailer	\$5.00
Loose brush and branches - large trailer	\$20.00
Loose brush and branches - dump truck	\$40.00
Chipped brush, leaves or yard-waste compost	No Charge
Household Hazardous Waste (HHW)	
HHW is free to residents of Waseca County. HHW accepted May through September. Commercial and non-Waseca County hazardous waste is not accepted.	
Other	
License Fee – Hauler	\$10.00/vehicle annually
Cleanup Fee – load disposed of in wrong location	\$100.00/occurrence or hour, whichever is greater
A Non-Residential charge of twice (2x) the regular fee will be assessed for non-hazardous wastes disposed of at the Waseca County facility.	
Collection of Fees Current Fee	
Collection (In the event that Waseca County must pursue collection efforts for payment of past-due fee payments)	Invoiced fee amount plus the cost of collection activity
Veteran Services	
Current Fee	
Memorial Plaque	\$200 per plaque-KIA/MIA are free

- f. Public Health Contract with Growing Tree Montessori for Nursing Consultation Service
Sarah Berry, Public Health Director, presented a request from Growing Tree Montessori for nursing consultation services. This is not something that has been in the past. The request is for monthly visits of about 15 minutes and one annual visit that is more extensive. Public Health would charge \$25.00 per hour for services. Commissioner Malterer moved and Commissioner Krause seconded to enter into the proposed contract with Growing Tree Montessori. Motion carried 5-0.
- i. Minnesota Suicide Prevention Cohort and Public Health Corp Project Coordinator Acceptance

Sarah Berry, Public Health Director, shared information on Minnesota Suicide Prevention Cohort and Public Health Corp Project Coordinator Acceptance. There was no action required.

h. Appointments of Citizens to Planning Commission, Board of Adjustment and Economic Development Authority

Michael Johnson presented Appointments of Citizens to Planning Commission, Board of Adjustment and Economic Development Authority.

Commissioner Christopherson moved and Commissioner Malterer seconded to approve the appointment with the following changes:

The following members are up for renewal to serve another term.

Board of Adjustment		New 3 Year Term	District
1	Richard Possin	2023, 2024, 2025	District 1 CHRISTOPHERSON
2	Duane Rathmann	2023, 2024, 2025	District 3 - NELSON
Planning Commission		New 3 Year Term	District
1	Replacement needed for Marty Armstrong	2023, 2024, 2025	District 3 - NELSON

Economic Development Authority:

One member of the Economic Development Authority has a term that expires at the end of December 2022. The EDA member is eligible for reappointment at the discretion of the County Board for a term of six (6) years and there is no term limit.

There is a replacement for another member (District 4) who elected to discontinue membership in 2021. This replacement will continue the remaining term of two (2) years with the possibility of reappointment upon elapse of the term.

Also, the EDA has one vacancy as a member with an expired term in 2021 elected to not renew their next term as shown in the summary below. The County is currently actively searching for a replacement in District 1.

Replacement needed for Carol Raimann - New 5 Year Term: 2023, 2024, 2025, 2026, 2027

The following is a summary of the status of the appointments to the various boards and commissions discussed herein:

WASECA BOARD AND COMMISSIONS RE-APPOINTMENT

Planning Commission 2022

1	Leon Schoenrock	2022-2023 X 2024
2	Stephanie Roemhildt	2022-2023- X 2024 *
3	Marvin Pearson	2022-2023 X 2024
4	Mark Sommers	2021-2022- 2023
5	Vacant	2022-2023 ? 2024
6	Russ Frederick	2021-2022- 2023
7	De Malterer- 2022 Board Appointee	
	**	

Board of Adjustment 2022

1	Duane Rathman	2023-2024 X 2025
2	Rodney Born	2022-2023- 2024
3	Robert Vogelsang	2021-2022- 2023
4	Stephanie	2022-2023-

Roemhildt		2024 *	
5	Richard Possin	2020-2021-2022	X
Economic Development Authority			2022
1	Charles Benson	2018-2019-2020-2021-2022-2023	
2	Patti Schuch	2023-2024	X
3	Chris Osterloh	2020-2021-2022-2023-2024-2025	
4	Vacant	2022-2023-2024-2025-2026-2027	?
5	Russ Frederick	2023-2024-2025-2026-2027-2028	X
6	Blair Nelson –	**	
	Board Appointee		
7	Doug Christopherson –	**	
	Board Appointee		

* Planning Commission and Board of Adjustment Member

** Board to appoint annually

Motion carried 5-0.

- i. Conditional Use Permit (CUP) Request to allow the Transfer of Development Rights between two owners and into another Township

Maame York, Senior Land Use Planner, presented a request for a Conditional Use Permit for a Transfer of Development Rights from Armstrong in Section 13 of Freedom Township to Kortuem in Section 7 of Otisco Township. The Board having reviewed the conditions, dispensed with the formal reading. Commissioner Malterer moved and Commissioner Harguth seconded to approve the criteria and findings for the CUP. Motion carried 5-0. Commissioner Christopherson moved and Krause seconded to approve the Conditional Use Permit. Motion carried 5-0.

- j. Resolution 2023-03: Designation of the Waseca County Website as the 2023 Official Publication for Transportation Projects

Jim Kollar, Public Works Director / County Engineer, presented Resolution #2023-03 designating the Waseca County website as the official publication for transportation projects.

Commissioner Krause moved and Commissioner Harguth seconded to adopt Resolution #2023-03. Motion carried 5-0.

RESOLUTION # 2023-03

DESIGNATING THE WASECA COUNTY WEBSITE AS THE 2023 OFFICIAL PUBLICATION FOR TRANSPORTATION PROJECTS

WHEREAS, Minnesota Statute §375.21 states, among other things, that when required by certain dollar limitations a contract for work or labor to construct or repair roads, bridges or buildings be made by the County Board only after advertising for bids or proposals in a qualified legal newspaper of the county; and

WHEREAS, pursuant to Resolution 2023-01, the Waseca County Board of Commissioners has designated the Waseca County News as the official newspaper for the 2023 publication of official proceedings and public notices; and **WHEREAS**, Minnesota Statute §331A.12 provides that the Waseca County website may be designated as the official publication for transportation projects; and

WHEREAS, publication on the website may be used in place of or in addition to any other required form of publication; and **WHEREAS**, publication on the County's website for transportation projects shall conform to substantially the same format and for the same period of time as required for publication in an official newspaper; and

WHEREAS, a permanent record of such publications shall be maintained by Waseca County in a form accessible to the public.

NOW, THEREFORE BE IT RESOLVED, that the Waseca County Board of Commissioners hereby designate the Waseca County website, www.co.waseca.mn.us, as the 2023 official publication for the public notices required for transportation projects.

BE IT FURTHER RESOLVED, that a notice be published in the Official Newspaper and on the Waseca County website that any advertisements for bids for transportation projects will be published on the Waseca County website.

k. Resolution 2023-04: Bridge Replacement Priority List

Jim Kollar, Public Works Director / County Engineer, presented Resolution #2023-04 to establish a bridge replacement priority list. Minnesota Rules required adoption of a priority listing annually. Commissioner Harguth moved and Commissioner Malterer seconded to adopt Resolution #2023-04 Bridge Replacement Priority List. Motion carried 5-0.

RESOLUTION #2023-04

WASECA COUNTY BRIDGE REPLACEMENT PRIORITY LIST

WHEREAS, Waseca County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS, Waseca County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following bridges are high priorities for replacement, major rehabilitation, or removal, and Waseca County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available; and

Old Bridge No. Road No. Crossing LPI Total Project Cost Township or State Bridge Funds Requested Federal Funds Local or State Aid Funds Proposed Year of Construction

7597 CSAH 5 Little Le Sueur River 19 \$560,000 \$172,000 \$388,000 2023

L4117 TWP 176 Iosco Creek 51 \$481,250 \$471,250 \$10,000 2023

L5737 TWP 692 Bull Run Creek 56 \$535,000 \$525,000 \$10,000 2023

81506 CSAH 3 Little Cobb River 53 \$850,000 \$400,000 \$450,000 2024

7005 CSAH 3 Bull Run Creek 43 \$600,000 \$250,000 \$350,000 2024

88497 CSAH 14 Unnamed 45 \$600,000 \$250,000 \$350,000 2025

7603 CR 54 Bull Run Creek 53 \$600,000 \$325,000 \$275,000 2025

7604 CR 54 Little Cobb River 55 \$600,000 \$325,000 \$275,000 2025

81509 CR 55 J.D. 11 45 \$700,000 \$560,000 \$140,000 2026

2585 CSAH 14 Unnamed 50 \$650,000 \$275,000 \$325,000 2026

7059 CSAH 15 Le Sueur River 62 \$850,000 \$500,000 \$350,000 2027

7598 CSAH 6 Le Sueur River 67 \$750,000 \$450,000 \$300,000 2027

88498 CSAH 1 Unnamed 53 \$650,000 \$350,000 \$300,000 2027

BE IT FURTHER RESOLVED that Waseca County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED that Waseca County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

c. Resolution 2023-05 Establishing 2023 County Sheriff Annual Salary

Michael Johnson, County Administrator, presented Resolution #2023-05 establishing the County Sheriff's annual salary at \$122,362.00 for 2023. Adoption of the resolution is recommended by the labor committee and staff. Commissioner Christopherson moved and Commissioner Harguth seconded to adopt Resolution #2023-05 to set the Sheriff's salary for 2023.

During the discussion, it was requested to review the work between labor committee and Human Resources regarding the elected officials, and should the benchmarks and data used for employees be the same for elected positions. The Board would like to better understand the process. Additionally, the board would like to see more communication between the different departments within the Sheriff's Office.

Sheriff Dulas stated that he plans to come to work every day and try to improve things every day. He assured the Commissioners that communication will continue and will be at the forefront. Motion carried 5-0.

RESOLUTION #2023-05

ESTABLISHING 2023 COUNTY SHERIFF SALARY

WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum and annual salaries to be paid to its elected officials; and

WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties;

WHEREAS, under Minn. Stat. § 388.18 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of County Sheriff, the Waseca County Board of Commissioners shall set by resolution the minimum salary to be paid the County Sheriff for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall for the next term set at \$105,000.

BE IT RESOLVED that the 2023 salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall be set at \$122,362 and will be reviewed in six months.

7. Administration

d. Administration Update

Michael Johnson, County Administrator, provided an update and requested to schedule a Work Session for Tuesday, January 10th at 8:30 a.m. to meet with a potential new business moving into the City / County.

e. Human Resources Announcements

HR Announcements were shared.

8. Commissioner Reports

No reports.

9. Adjourn

Having no further county business, Commissioner Malterer moved and Commissioner Krause seconded to adjourn the meeting at 11:40 a.m. Motion carried 5-0.

Blair Nelson, Chairperson
Waseca County Board of Commissioners

ATTEST:

Tammy Spooner, Property and
Election Services Director